

Kalamazoo Valley Habitat for Humanity Employment Opportunities

Volunteer Coordinator

Kalamazoo Valley Habitat for Humanity makes homeownership possible for motivated working families. We seek an experienced, mission-oriented **Volunteer Coordinator** to engage 1,600 Greater Kalamazoo volunteers, and dozens of organizations in our work each year. College degree or equivalent experience required, prior management and supervisory experience preferred. Strong organization, written and verbal communication and problem-solving skills, and ability to work independently a must. Advanced PC skills using a variety of web based and Microsoft Office software needed. Flexible, part-time schedule, 25-30 hours per week, some evening and weekend hours. **E-mail cover letter, resume, and salary requirements to:** mailbox@habitatkalamazoo.org **by April 14, 2011.** No phone calls. EOE.

Habitat ReStore Volunteer Coordinator Assistant

The Habitat ReStore Volunteer Coordinator Assistant is a temporary, full-time, 450 hour summer position hosted by Kalamazoo Valley Habitat for Humanity (KVHH) through the LISC/AmeriCorps program. Will help recruit, schedule, support, and recognize Habitat ReStore volunteers. Must be at least 17 years of age with high school diploma or equivalent. Strong organizational and communication skills, and ability to work with people of diverse backgrounds required. Experience with Microsoft Office applications needed, retail experience a plus. Flexible schedule, 32-37.5 hours per week, some Saturday hours. Educational award of \$1,415 provided by AmeriCorps, \$1,000 stipend provided by KVHH. Complete application at www.lisc.org/americorps and e-mail cover letter and resume to: mailbox@habitatkalamazoo.org **by April 8, 2011.** EOE.